

Instructions for filling out JRS forms

JRS-JAC-14 Judges' Retirement System Payroll Summary

Pay Period

Enter the 5-digit pay period for which the Payroll Summary is being submitted; 2-digit month, last 2 digits of the year, and the 1-digit pay period type code.

County Name

Enter full name of county.

Employer Code

Enter the 4-digit Employer Code assigned by CalPERS.

Total Member Earnings

Total the Member Earnings for the pay period submitted.

Total Member Contributions

Enter the total Member Contributions for the pay period, not including survivor contributions. This amount will include any arrearage, adjusted or retroactive contributions.

Total Surviving Spouse Contributions**Total Surviving Children Contributions****Remit this Amount**

This amount is the total of regular contributions plus Surviving Spouse and Children Contributions. This amount must agree with the amount of your check or warrant.

Pay Period Dates

Use mm/dd/yyyy format.

Date

Enter the date the Summary Report is signed.

Signed

Have the person responsible for the accuracy of the entire payroll sign here after the form is completed. As summaries *must* be signed to be processed, unsigned summaries will be returned to counties for completion, and may incur a late fee.

Official Title

Enter Title of person signing Summary Report.

Contact Person, Telephone Number

Enter name and telephone number of person signing report.

Print this report on BLUE paper.

JRS-JAC-15 Judges' Retirement System Payroll Listing

Pay Period

Enter the 5-digit pay period for which the Payroll Summary is being submitted; 2-digit month, last 2 digits of the year, and the 1-digit pay period type code.

1. SSN

Enter Member's Social Security Number.

2. Employer Code

Enter the 4-digit Employer Code assigned by CalPERS.

3. Name fields

Enter Member's name, in this format: Surname, First Name, Middle Initial.

4. Pay Period

Enter the 5-digit pay period for which the Payroll Summary is being submitted; 2-digit month, last 2 digits of the year, and the 1-digit pay period type code. On this form, tab between month, year and type. When listing contributions for pay periods other than the current one (as in arrearages), ensure that the pay period listed is the pay period for which the contribution was made. Do not lump together contributions for different pay periods.

5. Earnings

Enter the Member Earnings for the pay period submitted.

6. Contribution type

Contribution codes are listed in the box in the upper left hand of the form.

7. Contribution Amount

Enter amount, computed at 8 percent of Member's eligible Earnings.

8. Survivor Contribution

This box is for Surviving Spouse and Children Contributions. This may encompass two different contributions. To report properly, use two lines, as exemplified below:

xxx-xx-xxxx	93xx	Last, first, MI	01-06-3	1000.00	(blank)	80.00	2.00
xxx-xx-xxxx	93xx	Last, first, MI	01-06-3		2		3.00

In this example, the \$2.00 on the top line is the Surviving Spouse Contribution, while the \$1.00 on the second line is the Surviving Children Contribution. The Surviving Spouse Contribution does not require a special designation code.

Page

Use page numbers when you complete more than one page with information.

County Name

Enter full name of county.

JRS-JAC-15 Judges' Retirement System Payroll Listing (cont'd)

Employer Code

This box may be left blank.

Judges' Contributions

Enter total amount of member contributions, as totaled below column 7.

Surviving Spouse

Enter total amount of Surviving Spouse Contributions.

Surviving Children

Enter total amount of Surviving Children Contributions. The total of both Spouse and Child Contributions are located under column 8.

Print this report on WHITE paper.

JRS-JCC-16 Judges' Retirement System II Payroll Summary

Pay Period

Enter the 5-digit pay period for which the Payroll Summary is being submitted; 2-digit month, last 2 digits of the year, and the 1-digit pay period type code.

County Name

Enter full name of county.

Employer Code

Enter the 4-digit Employer Code assigned by CalPERS.

Total Member Earnings

Enter the total eligible Member Earnings for the pay period submitted.

Total Member Contributions

Enter the total of Member Contributions for the pay period. This amount will include any arrearage, adjusted or retroactive contributions.

Remit this Amount

Enter the total Member Contributions. This amount must agree with the amount of your check or warrant.

Pay Period Dates

Enter the dates, using an mm/dd/yyyy format.

Date

Enter the date the Summary Report is signed.

Signed

Have the person responsible for the accuracy of the entire payroll sign here after the form is completed. As summaries *must* be signed to be processed, unsigned summaries will be returned to counties for completion, which may result in a late fee.

Official Title

Enter Title of person signing Summary Report.

Contact Person, Telephone Number

Enter name and telephone number of person signing report.

Print this report on YELLOW paper.

JRS-JCC-17 Judges' Retirement System II Payroll Listing

Pay Period

Enter the 5-digit pay period for which the Payroll Summary is being submitted; 2-digit month, last 2 digits of the year, and the 1-digit pay period type code.

1. SSN

Enter Member's Social Security Number.

2. Employer Code

Enter the 4-digit Employer Code assigned by CalPERS.

3. Name fields

Enter Member's name, in this format: Surname, First Name, Middle Initial.

4. Pay Period

Enter the 5-digit pay period for which the payroll summary is being submitted; 2-digit month, last 2 digits of the year, and 1-digit type code. On this form, leave one space between month, year and type. When listing contributions for pay periods other than the current one (as in arrearages), ensure that the pay period listed is the pay period for which the contribution was made.

5. Earnings

Enter Member Earnings for the pay period submitted.

6. Contribution type

Contribution codes are listed in the box in the upper left-hand of the form.

7. Contribution Amount

Enter the amount of contributions, computed at 8 percent of member earnings.

Page

Use page numbers when you complete more than one page with information.

County Name

Enter the full name of county.

Employer Code

This box may be left blank.

Total Judges Contribution

Enter the total amount of Member Contributions.

Print this report on PINK paper

Additional Information

- As the Administration Office of the Courts takes over more responsibility for the payment of contributions to the Judges' Retirement System, please note that payment and paperwork must arrive together, and the counties are liable for any late fees incurred through incomplete submissions.
- Member earnings do not include any additional compensation received by reason of designation as a judge pro tempore, assignment by the Chairperson of the Judicial Counsel or as a Presiding Judge.
- Currently, we do not have the ability to process payments by Electronic Funds Transfer or to accept Payroll Information by email. In addition, these forms, when completed, contain sensitive information about our members, which can be risky to transmit electronically. Neither our email nor fax machine are secure lines; therefore, the safest route is the US mail.
- Please take special note of the paper colors on which to print specific forms. As this data is keyed manually, particular colors help us to distinguish between the hundreds of sheets of papers we process.
- If you have any questions on reporting payroll, please do not hesitate to call us at (916) 795-3688.